

webTA
Supervisor Manual

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Basics

There are a few things that you need to keep in mind while using webTA.

First, webTA is an Internet or intranet based application that differs from other computer applications, such as MS Word or Excel. Some of the processing in webTA is done on your computer, and some is done on a server. Because of the way the Internet works, there is not a constant connection between your computer and the server. So, when entering information in webTA, you must always tell the system that you want to save your work by clicking the appropriate button on the screen (usually the **Save** button).

If you use a web browser often, this system should be relatively simple to use. The biggest difference is that you should not use the **Forward** and **Back** buttons in your browser. You should use the navigation buttons within webTA, such as **Return**, **Save** and **Next**. If you do use the **Forward** or **Back** buttons, you risk losing data that you have entered.

Within a page, use your *Tab* key to move from one field to another or use your mouse to point to a field and click.

All time entered on the timecard is recorded as the number of hours, a colon, and the number of minutes (hh:mm). Minutes are recorded in 15-minute increments (00, 15, 30 or 45). Once a timecard is validated, it can be certified correct by the supervisor.

When you are done using webTA, you should properly exit the system by clicking the **Logout** button found at the top right of most screens. This ensures that data is properly saved and you are logged out of webTA. If there is no Logout button, you should complete the function you are using to get back to a menu or other screen with a Logout button.

The webTA system has a session timeout set on the server. If you leave webTA open and logged in for over 10 minutes, your session will expire and you will be logged out of the application. This is a security feature to prevent others from using your webTA account. If your session times out, simply log back into webTA to continue.

Logging In and Logging Out

Access to webTA data is controlled by user IDs and passwords. Enter your user ID and password, and then click **Log In**. If your user ID and password are entered correctly, a *Main Menu* is displayed. Otherwise an error message pops up.

webTA: webTA Login: com.threeis.webta.P110login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region

webTA Login

This system is only for the use of authorized users who also agree to the following terms of use: anyone using this system expressly consents to having their actions monitored and any information gathered from such monitoring that indicates possible evidence of criminal activity may be provided to law enforcement personnel.

.....

webTA is available Monday through Saturday from 4 am to midnight Eastern time.

Please enter your User ID and Password for the Time & Attendance system:

User ID	<input type="text"/>
Password	<input type="password"/>

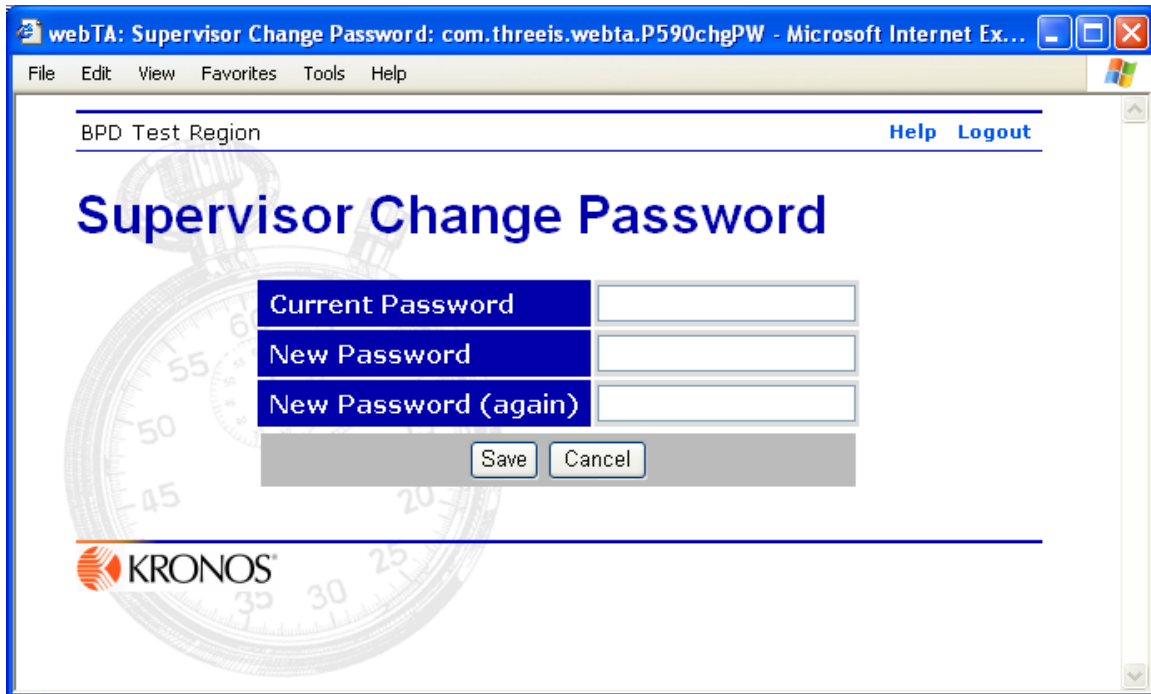
(password is case-sensitive)

After three unsuccessful attempts to log into webTA, you will be locked out of the system and the Pay and Leave Staff must reset your password.

To end your webTA session you should log out of the application by clicking **Logout** in the upper right corner of the page. The **Logout** link is displayed on all pages other than the Login page.

Changing Your Password

To change your password within webTA, click **Change Password** on a *Main Menu* page. It is located in the *User Functions* section at the bottom of the page.



The screenshot shows a web browser window titled "webTA: Supervisor Change Password: com.threeis.webta.P590chgPW - Microsoft Internet Ex...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content has a header "BPD Test Region" on the left and "Help Logout" on the right. The main heading is "Supervisor Change Password" in large blue font. Below this, there are three input fields with blue labels: "Current Password", "New Password", and "New Password (again)". At the bottom of the form are two buttons: "Save" and "Cancel". A large, faint stopwatch graphic is visible in the background. The KRONOS logo is at the bottom left of the page.

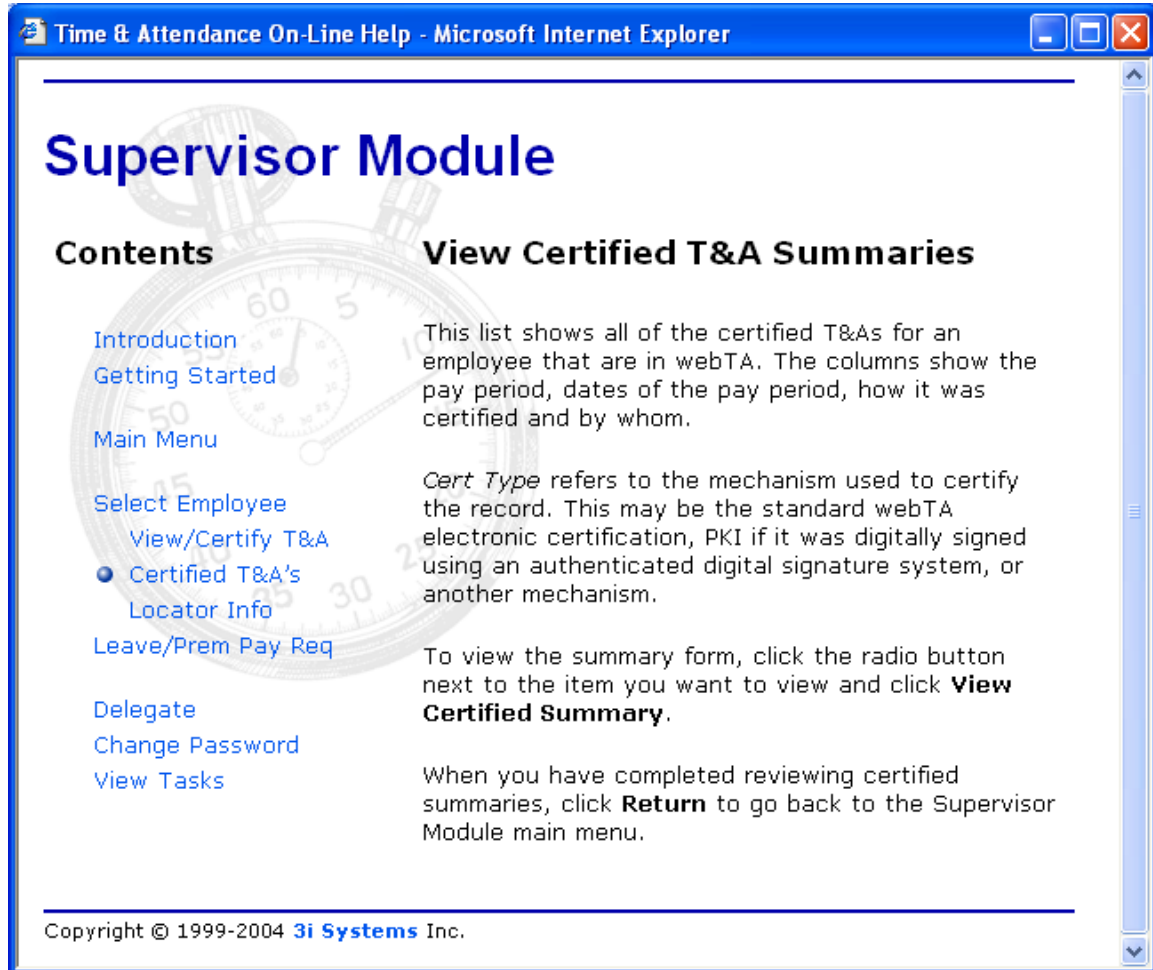
You should change your password on a regular basis and you should never give your password to any other person. Passwords should not be easy to guess. Avoid your spouse's and children's names. The best passwords are random alphanumeric strings. Your webTA password must be at least 8 characters in length. It must contain an uppercase letter, a lowercase letter, a number, and a special character (% , \$, & , etc.)

On the *Change Password* page, enter your current password. Then enter your new password twice, once in each of the fields provided, to verify that you did not make a typing error.

To save your new password, click **Save** and return to the *Main Menu*. Click **Cancel** to return without saving.

Online Help

Throughout webTA, every page has an associated help page. If you need additional information about the page, simply click the **Help** link in the banner at the top left of the window, next to the **Logout** link.



Help messages are displayed in a separate window from webTA. You can navigate the help screens using the contents links on the left side of the page. When you are finished viewing Help, simply close the help window.

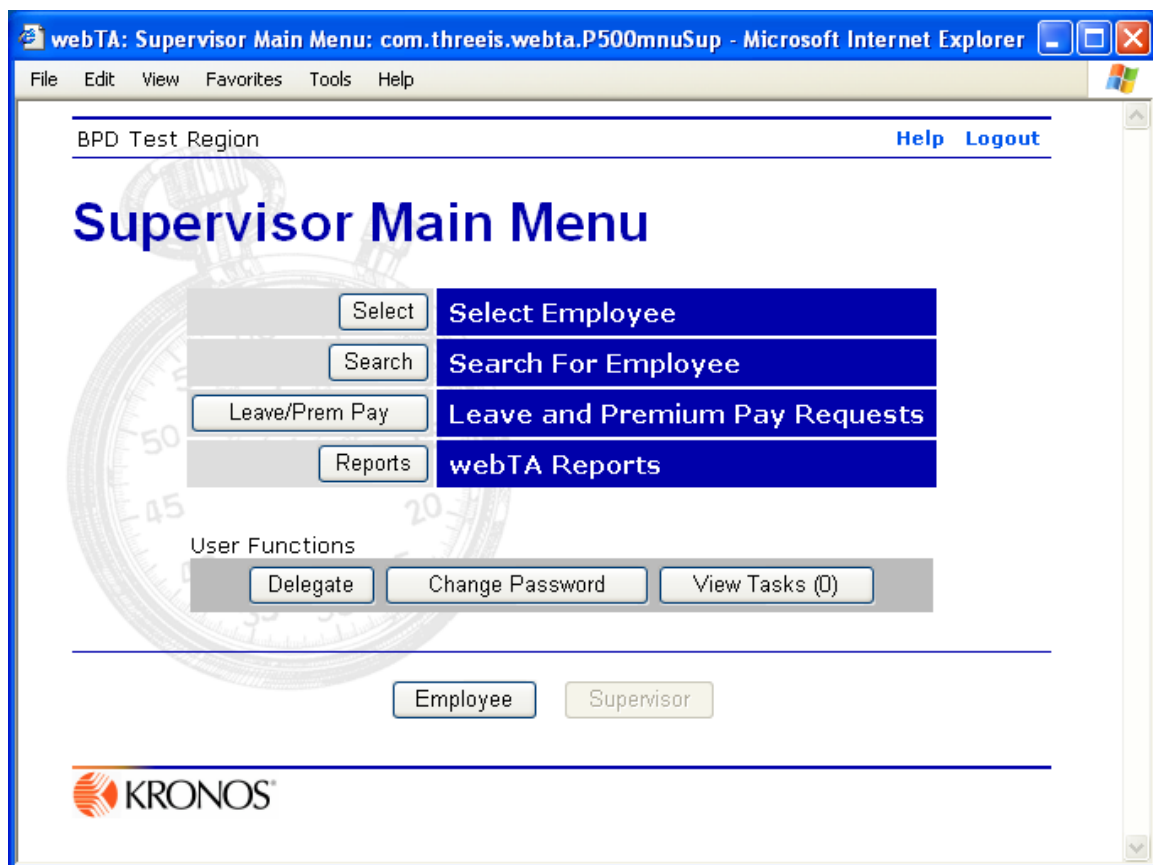
Supervisor Main Menu

The *Supervisor Main Menu* provides access for all time and attendance related functions of the supervisor.

As a supervisor, you are responsible for certifying all T&A reports for your employees before their data is sent to NFC for payroll processing. The law requires that the data be certified as correct prior to issuance of pay. Therefore, webTA will not create the transmission record for an employee until you or one of your delegates certifies it.

Supervisors can approve or deny leave and premium pay requests in webTA. Employees submit these requests online for your approval.

Supervisors can also run reports related to their employees' timecard information.



Certifying/Decertifying Records

From the *Supervisor Main Menu*, click **Select Employee**.

All of the employees assigned to you, or assigned to supervisors you are a delegate, of are listed in a table along with their current status. Their login user IDs are also shown for your reference.

Status	Name	User ID	Pay Period	Supervisor
<input checked="" type="radio"/> Val by Tkp	Anderson, Mark	MANDERSON	07 - 2005	SSMITH
<input type="radio"/> Val by Tkp	Brown, Joe	JBROWN	07 - 2005	SSMITH
<input type="radio"/> Val by Tkp	Hill, Dave	DHILL	07 - 2005	SSMITH
<input type="radio"/> Val by Emp	Johnson, Roberta	RJOHNSON	07 - 2005	SSMITH
<input type="radio"/>	Miller, Mary	MMILLER	07 - 2005	SSMITH

[View/Certify T&A](#) [Certified T&As](#) [Locator Info](#) [Leave Audit](#)

[Certify All](#) [Return](#)

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To select an employee, click the radio button next to the person you want to select. The bullet should fill in. Then click the button to **View/Certify T&A**.

You may certify all records at one time by clicking the **Certify All** button. You can then view and certify each record without having to select individual employees. Only records that have been verified successfully are displayed in the *Certify All* function.

Employee Summary Page

The employee summary is displayed with the name and current status at the top. The first section after the header is the payroll data for the employee. After the payroll data, employee profile and leave balance data are displayed.

webTA: Untitled: com.threeris.webta.P550dataTASum - Microsoft Internet Explorer provided by America Online

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Name: **Roberta Johnson** Pay Period: **07 : Apr 3, 2005 to Apr 16, 2005**
 Time Card Type: **Regular** Leave Year: **2005**
 Status: **Validated**

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

Work Time			Apr							Apr									
Transaction	Pfx	Sfx	Account	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Wk 2	Total
				S	M	T	W	T	F	S	S	M	T	W	T	F	S		
Regular Base Pay			999999999															40	40
			Test Account																
Work Time Total																		40	40

Leave and Other Time			Apr							Apr									
Transaction	Pfx	Sfx	Account	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Wk 2	Total
				S	M	T	W	T	F	S	S	M	T	W	T	F	S		
Sick Leave			999999999															40	40
			Test Account																
Leave and Other Time Total																		40	40
Daily Total																		40	80

Approved Leave Requests				
Transaction	Dates Taken	Hours	Approved By	Date Approved
Accrued Sick Leave	Apr 01 2005 - Apr 08 2005	48:00	Diane Dawkins (DDAWKINS)	Apr 13 2005

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	8:00 - 4:30
Alternative Schedule	Regular 8-hour Days
Agency	BPD
State	WV
Town	2040
Unit	01
Timekeeper	01
New Contact Point	Yes
Retain Data	Restore from Default
Account Data Code	Manual Entry
Service Computation Date	Aug 15 1987
Annual Leave Category	8 hr/pp

Leave Data		Fwd	Accr	Avail	Used	Bal
Annual		207:30	8:00	215:30	--	215:30
Sick		198:45	4:00	202:45	40:00	162:45

Leave Year Projection	
Maximum Available Annual	367:30
Maximum Available Sick	238:45
Use or Lose Leave	127:30

Status History			
Timestamp	Status	Name	Message
Apr 13 2005 06:20 PM	Timekeeper Validated	Diane Dawkins (DDAWKINS)	
Apr 13 2005 06:20 PM	Employee Validated	Roberta Johnson (RJOHNSON)	
Apr 13 2005 10:51 AM	Validation Reset By Edit	Diane Dawkins (DDAWKINS)	
Apr 13 2005 10:50 AM	Timekeeper Validated	Diane Dawkins (DDAWKINS)	
Apr 13 2005 10:49 AM	Employee Validated	Roberta Johnson (RJOHNSON)	
Mar 11 2005 12:35 PM	New Record Created	Diane Dawkins (DDAWKINS)	

Your signature certifies that all reported time was worked and approved according to law and regulation.

Validated By : Roberta Johnson
Validation Date : Apr 13 2005 6:20 PM

Done Internet

At the bottom of the screen is the certification statement and options to **Certify**, **Reject**, or **Cancel**. If the record status is *Validated*, this function permits you to certify the record. If the record is not validated, you do not have the option to certify.

You can review all of the data and if it is correct and you want to certify it, click the **Certify** button. The data is locked so no changes can be made to it and you return to the *Select Employee* screen.

Click the **Reject/Decertify** if the data is not correct. The *Reject Employee Data* screen appears. You must enter a reason for not certifying the T&A report. The reason should be relatively short, but you may enter as much information as you feel necessary to explain the situation.

webTA: Reject Employee Data: com.threeis.webta.P530noCert - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Reject Employee Data

Name: **Roberta Johnson** Pay Period: **07 : Apr 3, 2005 to Apr 16, 2005**
Time Card Type: **Regular** Leave Year: **2005**

Please enter the reason for which the the record will not be certified.

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When you have entered a reason, click **Save**. The message will be sent to the employee's timekeeper. The webTA system will return you to the *Select Employee* screen.

Click **Cancel** to return to the Select Employee screen without taking any action on the timecard.

Certify All

You may certify all records at one time by clicking the **Certify All** button. You can then view and certify each record without having to select individual employees. You must still review and click **Certify** for each employee. Only records that have been validated successfully are displayed in the *Certify All* function.

webTA: Select Employee: com.threeis.webta.P510selEmp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Select Employee

	Status	Name	User ID	Pay Period	Supervisor
<input checked="" type="radio"/>	Val by Tkp	Anderson, Mark	MANDERSON	07 - 2005	SSMITH
<input type="radio"/>	Val by Tkp	Brown, Joe	JBROWN	07 - 2005	SSMITH
<input type="radio"/>	Val by Tkp	Hill, Dave	DHILL	07 - 2005	SSMITH
<input type="radio"/>	Val by Emp	Johnson, Roberta	RJOHNSON	07 - 2005	SSMITH
<input type="radio"/>		Miller, Mary	MMILLER	07 - 2005	SSMITH

[View/Certify T&A](#) [Certified T&As](#) [Locator Info](#) [Leave Audit](#)

[Certify All](#) [Return](#)

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At the very bottom of the page is the certification statement and options to **Certify**, **Reject/Decertify**, **Skip**, or **Cancel**.

- Click **Certify** if the data is correct and you want to certify it. You will move to the next employee's timecard.
- Click **Reject/Decertify** if the data is not correct. The *Reject Employee Data* screen will appear. You must enter a reason for not certifying the T&A report.
- Click **Skip** to move to the next employee without certifying the current employee's timecard.
- Click **Cancel** to return to the *Select Employee* screen.

webTA: Untitled: com.threeis.webta.P550dataTASum - Microsoft Internet Explorer

Mar 17 2005 10:07 AM	Validation Reset by Employee	Diane Dawkins (DDAWKINS)
	Employee Validated	Mark Anderson (MANDERSON)
	New Record Created	

Your signature certifies that all reported time was worked and approved according to law and regulation.

Validated By : Diane Dawkins
Validation Date : Mar 17 2005 11:06 AM

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Decertifying Records

If you are asked to remove the certification from a record, you can do so by selecting **View/Certify T&A** and then reject/decertify the certified T&A.

Status	Name	User ID	Pay Period	Supervisor
<input type="radio"/> Val by Tkp	Anderson, Mark	MANDERSON	07 - 2005	SSMITH
<input type="radio"/> Val by Tkp	Brown, Joe	JBROWN	07 - 2005	SSMITH
<input checked="" type="radio"/> Certified	Hill, Dave	DHILL	07 - 2005	SSMITH
<input type="radio"/> Val by Emp	Johnson, Roberta	RJOHNSON	07 - 2005	SSMITH
<input type="radio"/>	Miller, Mary	MMILLER	07 - 2005	SSMITH

Timestamp	Status	Name	Message
Mar 21 2005 04:18 PM	Supervisor Certified	Roberta Johnson (RJOHNSON)	
Mar 17 2005 01:05 PM	Timekeeper Validated	Diane Dawkins (DDAWKINS)	
Mar 08 2005 06:00 PM	New Record Created		Created during build. (Build ID 253)

Validated By : Diane Dawkins
Validation Date : 2005-03-17 13:05:47

Certified By : Roberta Johnson
Certification Date : 2005-03-21 16:18:01

The *Reject Employee Data* screen will appear. You must enter a reason for decertifying the T&A report. The reason should be relatively short, but you may enter as much information as you feel necessary to explain the situation.

When you have entered a reason, click **Save**. The certification will then be removed.

The screenshot shows a web browser window titled "webTA: Reject Employee Data: com.threeis.webta.P530noCert - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is as follows:

- At the top left, it says "BPD Test Region".
- At the top right, there are links for "Help" and "Logout".
- The main heading is "Reject Employee Data" in a large, bold, blue font.
- Below the heading, there is a form with the following fields:
 - Name:** Dave Hill
 - Pay Period:** 07 : Apr 3, 2005 to Apr 16, 2005
 - Time Card Type:** Regular
 - Leave Year:** 2005
- Below these fields is a text box with the prompt: "Please enter the reason for which the the record will not be certified." The text box is empty.
- Below the text box are two buttons: "Save" and "Cancel".
- At the bottom left, there is the KRONOS logo.

Leave and Premium Pay Requests

From the *Supervisor Main Menu*, click **Leave/Prem Pay** to access the leave and premium pay requests. The table will list all pending or approved leave requests for the previous pay period, current pay period, and future pay periods for employees assigned to you or assigned to supervisors who have selected you as a delegate. To view requests for your employees only, click the down arrow in the *Change View Criteria* box and select **Show My Employees**. Then click **Update**.

The list of requests can be sorted by any of the columns in the table. Click the [+] sign at the top of that column to resort the list.

webTA: Supervisor Leave/Premium Pay Requests: com.threeis.webta.P555leaveRequest - Microsoft Intern...

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Supervisor Leave/Premium Pay Requests

Change View Criteria

Current Leave Requests

	Approved [+]	Employee [+]	Transaction [+]	From Date [+]	To Date [+]	Total Hrs [+]
<input type="button" value="Approval"/>	Pending	Dave Hill (DHILL)	Compensatory Time Off	Mar 01 2005	Mar 01 2005	8:00
<input type="button" value="Approval"/>	Pending	Dave Hill (DHILL)	Compensatory Time Off	Mar 03 2005	Mar 03 2005	3:00
<input type="button" value="Approval"/>	Yes	Mary Miller (MMILLER)	Accrued Annual Leave	Apr 22 2005	Apr 29 2005	44:00
<input type="button" value="Approval"/>	Pending	Steve Smith (SSMITH)	Accrued Annual Leave	Jul 05 2005	Jul 08 2005	32:00
<input type="button" value="Approval"/>	Yes	Steve Smith (SSMITH)	Accrued Annual Leave	Nov 25 2005	Nov 25 2005	8:00

Current Premium Pay Requests

	Approved [+]	Employee [+]	Transaction [+]	From Date [+]	To Date [+]	Total Hrs [+]
<input type="button" value="Approval"/>	Pending	Dave Hill (DHILL)	Overtime	Mar 31 2005	Mar 31 2005	2:00
<input type="button" value="Approval"/>	Pending	Steve Smith (SSMITH)	Compensatory Time Earned	Apr 09 2005	Apr 09 2005	4:00

The approval codes for leave requests are:

- Pending – A new leave request that has not been approved or denied.
- Yes – A leave request that has been approved.
- No – A leave request that has been denied.

Approving Requests

To select a request, click the **Approval** button next to the request you want to select. The request is displayed in a calendar format, showing the number of hours requested on each day.

BPD Test Region [Help](#) [Logout](#)

Leave Request

Request by: Steve Smith (SSMITH)

Request Information

Leave Type	Accrued Annual Leave
Submitted Date	Apr 13 2005 12:54 PM

July 2005						
Sun	Mon	Tue	Wed	Thr	Fri	Sat
					1	2
3	4	5 Fr: 8:00 To: 4:30	6 Fr: 8:00 To: 4:30	7 Fr: 8:00 To: 4:30	8 Fr: 8:00 To: 4:30	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sick Leave

Following the calendar are blocks for *Sick Leave* and *Family and Medical Leave Act* (FMLA). If the employee requested sick leave or invoked FMLA, the reason for the request is noted under that block.

If the employee entered any Remarks, they are available for you to view. You may also enter any comments in the *Remarks* block.

webTA: Leave Request: com.threeis.webta.P556leaveRequestEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify: None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks

Approve Deny Cancel

There are three buttons at the bottom of the page: **Approve**, **Deny** and **Cancel**.

- Click **Approve** to authorize the leave requested.
- Click **Deny** to reject it.
- Click **Cancel** to leave the request in Pending status.

Revert to Pending

After a request has been approved or denied, you can change the request's status back to Pending. Select the request and click **Revert to Pending**. At this point, the employee can edit the request.

webTA: Leave Request: com.threeis.webta.P556leaveRequestEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Selected value: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks

Revert Pending Cancel

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Calendar View

All pending or approved requests can be viewed in a calendar format. Click **Calendar View** from the *Employee Leave/Premium Pay Requests* screen. The calendar will show all your employees' requests. However, you can also include employees' of supervisors who have selected you as a delegate. Click the down arrow in the *Select view for* box and select **Employees (including delegates)**.

A line in the calendar shows the status, user ID, and total number of hours requested for each employee.

The screenshot shows a web browser window titled "webTA: Leave Request Calendar View: com.threeis.webta.P553leaveCalendarView - Microsoft Internet Explorer provided by America 0". The address bar shows "File Edit View Favorites Tools Help". The page content includes a header "BPD Test Region" with "Help" and "Logout" links. The main heading is "Leave Request Calendar View". Below this is a "Select view for" dropdown menu set to "Employees" and a "Change View" button. The calendar is for "March 2005". The calendar grid shows days of the week (Sun to Sat) and dates. Requests are listed as follows:

Sun	Mon	Tue	Wed	Thr	Fri	Sat
		1 P: DHILL - 8:00 P: SSMITH - 1:00	2	3 P: DHILL - 3:00	4	5
6	7	8 A: JBROWN - 9:00	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Legend: A: Approved time, P: Pending time

Return

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Request History

Click **View History** to view a list of your employees' previous leave or premium pay requests. The list of requests can be sorted by any of the columns in the table. Click the [+] sign at the top of that column to resort the list.

You can delete any of the requests in this list. Select the request and click **Delete** at the bottom of the screen. You can also open any request and change the status back to *Pending*. Select the request you want to view and click **View** then **Revert to Pending** at the bottom of the request.

webTA: Leave Request History: com.threeris.webta.P559viewLeaveRequestHistory - Microsoft Internet Explorer provided by America 0

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Leave Request History

Viewing all Leave Requests

Result Page : 1 2 3 4 5 6 Next

	Approved [+]	Employee [+]	Transaction [+]	From Date [+]	To Date [+]	Total Hours [+]
<input checked="" type="radio"/>	Yes	Mary Miller (MMILLER)	Accrued Annual Leave	Apr 22 2005	Apr 29 2005	44:00
<input type="radio"/>	No	Steve Smith (SSMITH)	Accrued Annual Leave	Aug 03 2004	Sep 10 2004	80:00
<input type="radio"/>	Yes	Steve Smith (SSMITH)	Accrued Sick Leave	Aug 04 2004	Aug 04 2004	0:30
<input type="radio"/>	Yes	Dave Hill (DHILL)	Compensatory Time Off	Aug 09 2004	Aug 12 2004	40:00
<input type="radio"/>	Yes	Mary Miller (MMILLER)	Accrued Annual Leave	Aug 10 2004	Aug 10 2004	3:00
<input type="radio"/>	Yes	Mark Anderson (MANDERSON)	Compensatory Time Off	Aug 11 2004	Aug 11 2004	3:00
<input type="radio"/>	Yes	Mark Anderson (MANDERSON)	Compensatory Time Off	Aug 16 2004	Aug 16 2004	2:30
<input type="radio"/>	Yes	Dave Hill (DHILL)	Compensatory Time Off	Aug 17 2004	Aug 17 2004	2:15
<input type="radio"/>	Yes	Steve Smith (SSMITH)	Other Paid Absence	Aug 18 2004	Aug 18 2004	0:00
<input type="radio"/>	Yes	Dave Hill (DHILL)	Compensatory Time Off	Aug 19 2004	Aug 19 2004	2:00
<input type="radio"/>	Yes	Mary Miller (MMILLER)	Accrued Annual Leave	Aug 24 2004	Aug 24 2004	2:00
<input type="radio"/>	Yes	Dave Hill (DHILL)	Compensatory Time Off	Aug 24 2004	Aug 24 2004	5:30
<input type="radio"/>	Yes	Steve Smith (SSMITH)	Accrued Sick Leave	Aug 26 2004	Aug 26 2004	2:30
<input type="radio"/>	Yes	Dave Hill (DHILL)	Accrued Annual Leave	Aug 26 2004	Aug 26 2004	2:30
<input type="radio"/>	Yes	Mark Anderson (MANDERSON)	Accrued Annual Leave	Aug 26 2004	Aug 26 2004	8:00
<input type="radio"/>	Yes	Steve Smith (SSMITH)	Accrued Annual Leave	Aug 30 2004	Sep 02 2004	36:00
<input type="radio"/>	Yes	Dave Hill (DHILL)	Compensatory Time Off	Aug 30 2004	Aug 30 2004	10:00
<input type="radio"/>	Yes	Dave Hill (DHILL)	Accrued Annual Leave	Aug 31 2004	Aug 31 2004	1:30
<input type="radio"/>	Yes	Dave Hill (DHILL)	Accrued Annual Leave	Aug 31 2004	Aug 31 2004	0:30
<input type="radio"/>	Yes	Dave Hill (DHILL)	Accrued Sick Leave	Dec 03 2004	Dec 03 2004	2:30
<input type="radio"/>	Yes	Dave Hill (DHILL)	Compensatory Time Off	Dec 08 2004	Dec 08 2004	1:30
<input type="radio"/>	Yes	Dave Hill (DHILL)	Accrued Sick Leave	Dec 09 2004	Dec 09 2004	8:00
<input type="radio"/>	No	Mary Miller (MMILLER)	Accrued Sick Leave	Dec 10 2004	Dec 10 2004	3:00
<input type="radio"/>	Yes	Mary Miller (MMILLER)	Accrued Sick Leave	Dec 10 2004	Dec 10 2004	2:00
<input type="radio"/>	Yes	Joe Brown (JBROWN)	Accrued Annual Leave	Dec 13 2004	Dec 13 2004	3:30

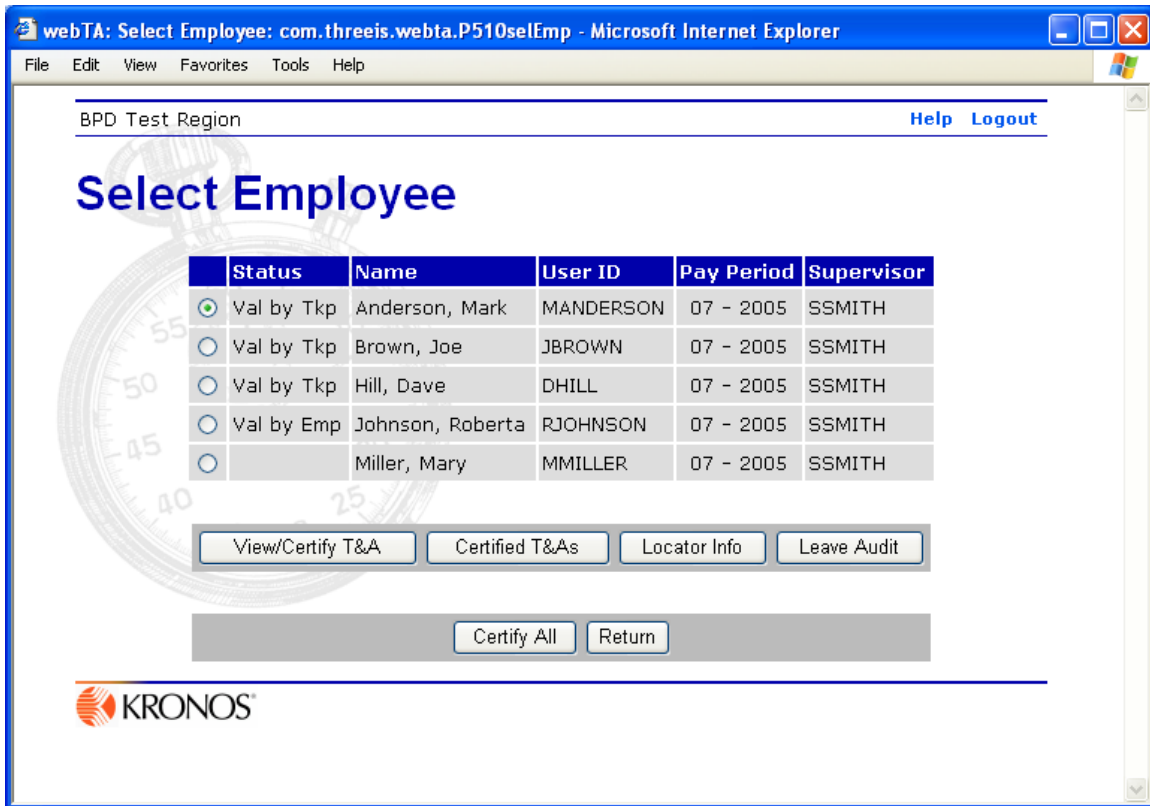
Result Page : 1 2 3 4 5 6 Next

Delete View Return

Internet

Leave Audits

Supervisors can view a report showing an employee's leave usage through the year. To view this report, click **Select Employee** from the *Supervisor Main Menu*.



webTA: Select Employee: com.threeis.webta.P510selEmp - Microsoft Internet Explorer

File Edit View Favorites Tools Help


BPD Test Region [Help](#) [Logout](#)

Select Employee

	Status	Name	User ID	Pay Period	Supervisor
<input checked="" type="radio"/>	Val by Tkp	Anderson, Mark	MANDERSON	07 - 2005	SSMITH
<input type="radio"/>	Val by Tkp	Brown, Joe	JBROWN	07 - 2005	SSMITH
<input type="radio"/>	Val by Tkp	Hill, Dave	DHILL	07 - 2005	SSMITH
<input type="radio"/>	Val by Emp	Johnson, Roberta	RJOHNSON	07 - 2005	SSMITH
<input type="radio"/>		Miller, Mary	MMILLER	07 - 2005	SSMITH

[View/Certify T&A](#) [Certified T&As](#) [Locator Info](#) [Leave Audit](#)

[Certify All](#) [Return](#)

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Select the employee, then click **Leave Audit**.

Select the starting leave year, ending leave year, and type of leave from the drop-down lists. Then click **Update**.

webTA: Leave Audit Report: com.threeis.webta.P527leaveAuditReport - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test Region [Help](#) [Logout](#)

Leave Audit Report


Change Report Criteria:

Start Date: 2005 **End Date:** 2005 **Compensatory** **Update**

Leave Audit (Compensatory) For Dave Hill (DHILL)

Pay Period	Forward	Accrued	Available	Used	Balance
05 - 2005	53:00	0:00	53:00	0:00	53:00
04 - 2005	64:00	0:00	64:00	11:00	53:00
03 - 2005	65:00	0:00	65:00	1:00	64:00
02 - 2005	55:00	11:00	66:00	1:00	65:00
01 - 2005	21:45	33:15	55:00	0:00	55:00

[Return](#)

 KRONOS

Creating Delegates

You can delegate your supervisor role to one or more alternate supervisors. As long as your delegates are active, they can view, approve and reject T&A records and leave and premium pay requests.

It is a good idea to have at least one delegate at all times. That way your delegate will be able to perform your webTA supervisor responsibilities in the event that you are not available. However, you may have as many delegates as you like.

To manage delegates, simply click **Delegate** on the *Supervisor Main Menu*.

webTA: Delegate Supervisor Role: com.threeis.webta.P591 delegate - Microsoft Intern...

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Delegate Supervisor Role

Users in this list are granted supervisor privilege and have access to all supervisor functionality.

Current Delegates	
Del	DDAWKINS - Dawkins, Diane
Del	SDOUGLAS - Douglas, Sue

Add Search

Undelegate All Return

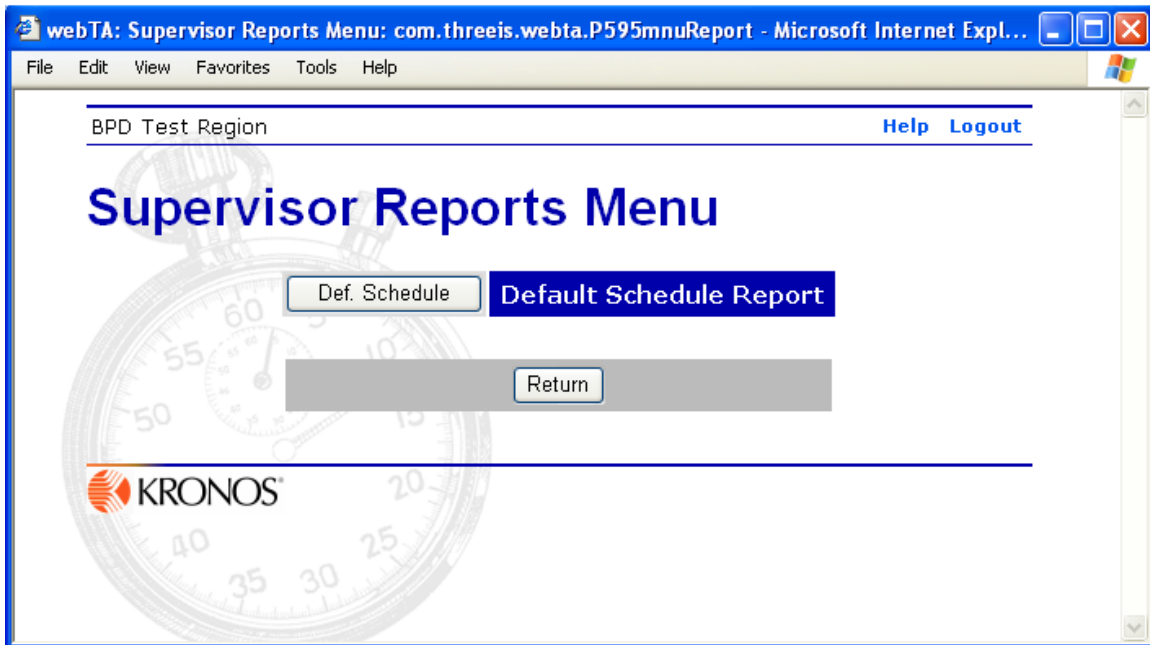
KRONOS

You can click **Undelegate All** to clear the list of delegates. Alternatively, you may click **Del** next to any existing delegate that you want to remove from your list.

To add a delegate, simply type their user ID in the field and press **Enter** or click **Add**. If you do not know the user ID of the person you want to delegate to, simply click **Search** to find it.

Reports

You can run a report listing the default schedule for each of your employees. To view this report, click **Reports** from the *Supervisor Main Menu*, then **Def. Schedule**.



The default schedule report will list all the employees that are using default schedules. The list includes the employee's name, user ID, alternative schedule type, and the number of hours worked each day of the pay period. The report is sorted by employee name.

webTA: Default Schedule Report: com.threeis.webta.P562defScheduleReport - Microsoft Internet Explorer

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